

WORDS & VISION

UCFV Faculty & Staff Association Newsletter

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From the Editor

Shift Happens

You know, the punchline to the old joke: "what did one paradigm say to the other?"

1998 may be a bit of a problem in that regard. I mean, the big news seems to be that the magic year 2000 is just twenty four brief months away. Everywhere the millennium is anticipated — in a TV series named for it, not to mention the ominous computer bug, plus regular newspaper columns on the topic, and so on. All the hot spots for 1999 New Year's Eve parties are booked — leaving only places like the Odd Fellows' (Persons'?) Hall free —

and apparently there's already a disturbing shortage of French champagne for that once-in-a-lifetime midnight toast.

But my own sense is that the millennium has already passed. The most significant thing about 1997 was the surging growth of the World Wide Web. The Internet has now definitively taken over from TV as the instant gratification inter-continental mega-info-beast; the implications of that perceptual leap are just starting to sink in.



As far as teaching goes, I'm not quite sure, yet, how I feel about this brave New Age. Right now, my students can be plugged in in class, transmogrifying our beloved shared teaching environment into a kind of, well, multimedia yard sale.

In some ways it's great; after all, every kind of data is just a click away. You can get help on any topic as you go, not to mention connect in-class discussion 'directly and meaningfully' to the wide world.

On the other hand, this

interactive electronic virtuality can be a seductive distraction ... and worse. Nightmare scenario #1: my students sit there, semi-listening as I blather on about some sort of language stuff; meanwhile, they're scanning their e-mail, checking out select chat rooms, playing a quick hand of Solitaire, and/or perusing some extreme XXX pix, if I'm being, like, so boring today. And once you've turned the machines on, there is no going back, of course.

What worries me, I guess, is the sinking feeling that the currently vaporous barriers between Education and Entertainment are about to vanish. What next, 3-D headsets? Then, I suppose, I could lecture more 'interactively' against a backdrop of ever-changing imagery programmed for various thematic purposes: e.g., boiling lava rivers in Hawaii for discussions of returned mid-terms, Rocky and Bullwinkle cartoons for making fine semantic points,

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the menacingly blank beach balls from *The Prisoner* series for rabid speculations about the real agenda of Microsoft Inc, and so on. When I do my geezerology unit on the seething legacy of the 60s, I could feature important cultural heros like Twiggy, Tiny Tim, and Freddie and the Dreamers. Groovy.

That's not exactly the point, though, to make learning more and more like a fun computer game: is it? But maybe we're all being 'bought off' by this slick info-technology — to the detriment of our capacity to think critically — overwhelmed by the sheer behemoth bulk, brazenness, and potential beauty of it

Does easy access to unlimited information, presented in an entertaining way, necessarily make you smarter? No, but it sure keeps you busy ... and pretty soon you may even believe you are understanding the time of your life

Meanwhile, In Another Part of the Forest...

All this millennial expectancy may make the here-and-now seem a trifle anti-climactic, but I'm sure we're in for another exciting period at UCFV, with more institutional dilemmas and new directions than you can shake a new president at — i.e., the same old round of change and uncertainty. So brace yourself, gentle reader; and congratulations for surviving yet another year without going postal.

We start anew with a bevy of bolstering reports from the front-lines, more cogent cogitations on identity, a provocative poem — and the usual much much more.

-Richard Dubanski

President's Report

As a New Year's resolution, our editor (Richard) and his able assistant (Fenella) have vowed to enforce copy deadlines, a move that I heartily endorse even though it will sometimes force me to write before the pen is truly ready. Our deadline for this issue — absolutely firm — is January 16th, which means that not very much has happened in FSA business since our last *Words & Vision* issue. So, I'm going to use the President's column this month to do some thinking out loud — or thinking in print.

David Morosan's Faculty Grievance Chair report last month on the dual roles of program/department heads pointed out a number of issues that arise out of our members having responsibilities that may, at times, conflict. This caused me to think about the dual role that the FSA plays within UCFV. We call ourselves an association, and many of us see the FSA as our own professional association, expecting that it will do those things that professional associations do: develop policy, set and police standards of competence, etc. However, the FSA is also certified as a labour union, and so it has the responsibility to represent its members in collective bargaining and in enforcing the collective agreement with the employer. Occasionally these roles seem to come into direct conflict, and there is an increasing tension between them as our members express their opinions that the FSA should be more of one and less of the other.

It's as a professional association that the FSA has provided the most

significant vehicle for members to have input into the way that UCFV, formerly FVC, has been run. The evidence for this is in the number of times the FSA is asked to provide representatives to committees and task forces that are working on the development of policy. As I speak to my counterparts at the various colleges and university colleges around the province, I see that this kind of participation by the local union is quite unusual, and I'm certain that it is this involvement of the employees that has made the labour climate at UCFV well known for its congeniality.

Some of our members have criticized the FSA for concentrating more on its professional association activities to the neglect of its labour union responsibilities, and have been encouraging the FSA to act like a traditional trade union. It might be easy to assume that it's faculty in general who prefer the professional association model, whereas staff are more supportive of a strong union. However, many of our staff members support the activities of our professional association, have participated on various committees, and find that this makes their jobs interesting and fulfilling and makes them feel a vital part of the institution (something not reported by their counterparts around the post-secondary system). And on the other side, faculty are often heard to ask "why don't you guys (the FSA) DO something about _____ (name an issue)? Grow up and be a real union!"

Frequently, this dual role places the FSA in awkward positions. As we had often done in the past, the FSA Executive appointed an official representative to the committee that was struck to create a Harassment

Policy. After a great deal of work and several drafts, all of which were vetted through the FSA Executive, the new Policy was approved by UCC and the Board. The FSA officially supported the policy through mention in a clause of the Collective Agreement. The Policy is essentially a good one, requiring a bit of tweaking here and there, but nothing beyond what might be expected in a comprehensive policy on a sensitive issue. And thus the FSA fulfilled its professional association role.

However...what happens now to our members who find themselves facing discipline as a result of being on the responding end of a harassment complaint? What would happen if the FSA, in representing the member, determined that either there were problems in the policy itself, or (more likely), problems in its implementation? Could the FSA's official involvement in the development of this policy jeopardize the chance of success should a subsequent disciplinary action lead to a grievance and arbitration? I'm not sure that I know the answer, but certainly the outcome would depend on the details of the individual case.

UCC will soon be looking at developing a code of ethics for UCFV. In discussing this with the Executive, I think I can say that we all see value in having such a code. Certainly those of us who deal with the day-to-day issues of the FSA know that some of the most difficult and painful problems our members encounter are not problems with management; rather, they are problems with other members. A document that would remind each of us to treat everyone we encounter with respect and courtesy, to refrain from malicious gossip, to discuss

problems directly with the second party, to avoid taking advantage of power relationships, could only benefit the institution and each of us who works within it. Right? Well, what happens to the FSA member who is found to be in contravention of the ethics code and is subjected to discipline, and what if, in defending the member, the FSA finds that the application/enforcement of the code was somehow unfair? If the FSA participates actively in the development of the code, something that a professional association would certainly do, would this weaken our member's defense later on? Again, I'm not sure of the outcome.

This duality of FSA roles is at the base of many of the conflicting roles that our members find themselves in. As professionals, we are more than capable of guiding and directing our programs and departments. But as union members, this role often finds us in opposition to other members of the FSA. As people who are committed to our students, to our departments, and to the mission of UCFV, we want to sit on SACs, to ensure that the right person is chosen for a position. But where does this leave the FSA member — an internal applicant — when her union brothers and sisters on the SAC choose an outsider for the position? The outcome of a grievance in this kind of situation again would depend on the facts of the individual case but the FSA reps on the SAC would certainly be questioned as to whether they were in agreement with the decision.

As your President, I spend a fair amount of time worrying about the appropriate role for the FSA. Some issues that come to my attention are

easy; it's clear that the FSA must respond as a union. But a recent issue again illustrated the dilemma: Peter Jones becoming a member of faculty. A labour union response would have been quick and unequivocal: over our collectively-dead bodies. Other colleges have grieved similar situations, and even taken them to arbitration. But as colleagues, as faculty and staff who have worked alongside Peter for 11 years, the correct response was less obvious. In the end, I believe that we reached a compromise that allows us to wear both our union and our professional association hats with some pride.

But what do you think? What role do you believe the FSA should play in our institution? Should we continue to attempt to walk the tightrope between two extremes? Should we leave the professional association activities to a body like the UCC? Do you think that the FSA should be more of a labour union, or less so?

Your responses, either to me personally or, better yet, to this newsletter, will be read with interest.

-Kim Isaac

Faculty Grievance Chair Report

Issues prominent in the business of the Faculty Grievance Chair this month:

Overloads

This ongoing issue has become a perennial prominent concern of part-time and sessional instructors. Department and program heads also

complain that they receive pressure from faculty members who want to do overloads and are inquiring about the upcoming spring session. In spite of FSA protests of overload assignments last year, complaints persist. This month I will grieve the assignment of two overload sections this academic year (August '97 to June '98) to a full-time employee. This will be followed later this month by an open letter to management and FSA members advising management that the FSA will automatically grieve the assignment to any full-time employee of a second overload section in a single academic year. The FSA will grieve these assignments as individual cases, asking as restitution that a sum of money equivalent to the salary paid for the overload be distributed to regular part-time and sessional employees in the area, as compensation for work lost by them or other employees.

The FSA will also pursue contract and/or policy language to require regular part-time (RPT) and sessional instructors to declare outside work, and for this additional work to be taken into account when assigning work to RPTs and sessionals. I will be available to receive input and to answer questions about this issue in Abbotsford in room A225 (Boardroom) February 2 from 11:30 to 1:00 pm, and in Chilliwack in Room D131 on February 2 from 3:30 to 4:30 pm. Comments or questions can be sent to me by mail or phone as well.

Appointed Positions

In the past few months the FSA has been approached with information that new positions have had employees appointed to them, on an interim or permanent basis. In

other cases, we have been asked by management to waive the SAC process on an emergency basis. Diversions from the SAC process are at risk of becoming epidemic, and 'emergencies' seem to result from management's absence of forethought, which in turn results from a disregard of the collective agreement. Protests and threat of grievances to individual administrators has proved futile (see Kim's letter to Acting President Bate), resulting in the open letter from Kim, Bev and me, appearing below. Please read this letter. It has the effect of warning FSA members (and non-members) who are approached to accept a position which could potentially last more than four months. If you accept such a position without undergoing an SAC, the FSA will publicly grieve your appointment, and will seek to control the SAC process for a subsequent re-hiring of the position.

Access to Minutes of FSA Meetings

A member has asked where the FSA minutes are stored and where they can be accessed easily by members. The answer is that they have been kept in several locations. See the list of these locations posted at the end of this issue.

Conduct of Members of SACs

I have been asked to clarify the nature of grievances that I anticipate could result from SACs where internal candidates are involved. I am happy to discuss this with members anytime. One question concerned the obligation of the SAC to grant interviews to internal applicants. Internal applicants will

ordinarily be granted an interview unless there is consensus among SAC members that the candidate does not meet the criteria deemed to be central to the position. Criteria must be set, and should be prioritized, before the applications are viewed.



In a related matter, a question arose regarding how SAC members should treat information gathered about internal candidates from sources outside the SAC process. My answer is that SAC members should take great care to prevent this information from

biasing their comparison of the candidates during the SAC process. SAC members who feel they are unable to do this should dismiss themselves from the SAC. This is particularly important in situations where a griever might establish that the SAC was tainted in favour of a candidate, or against a candidate's favour, because an SAC member brought a conflict of interest to the SAC. For the same reason, biasing statements in favour of a candidate or against a candidate, which are based on personally acquired information must not be shared in the SAC discussions since they serve to bias the discussion of candidates and prevent the equal consideration of the candidates' performances in the search process. It is important to remember that a grievance citing the use of personal likes or dislikes to taint an SAC can be brought by unsuccessful candidates, by SACs members who participated in the process, or by any other FSA member who feels that the

successful candidates for a job in their workplace was not chosen fairly.

Dismissal of Sessional

A sessional instructor who had letters of appointment to teach two courses in January was dismissed from work late in December, due to poor evaluations. Our collective agreement provides very little for sessionals in this circumstance, since UCFV is bound by the contract, not the letters of appointment. Program and department heads are reminded to be very clear with sessionals that the faculty evaluations are paramount in determining whether their employment will continue, even if they are in possession of letters of appointment.

Conversion of Long-serving RPTs

Two instructors who had been long-serving members of a department beginning prior to the implementation of a degree program in their area were granted regularized part-time contracts. Their qualifications had been sufficient to secure a position prior to the beginning of the degree program, but they were judged to be not competitive with candidates who had more updated qualifications. Since their regularization should have taken place prior to the change in programs, they were awarded 'B' contracts conditional upon an upgrading of their qualifications.

Documentation in Personnel Files Clarified

An instructor who found unflattering notes about his teaching performance in a departmental file

was successful in requesting these notes be removed. Department and Program Heads were instructed to exclude this information from departmental files. Another instructor was successful in having all documents pertaining to a dismissed case of alleged harassment removed from all UCFV administrative files.

Unhealthy Work Environment

Several FSA members complaining of unhealthy air in their workplace were removed from their work location. Members are reminded that it is their right to refuse to work in an environment they have reason to believe is unhealthy or unsafe. The FSA would certainly support you in any such case, and UCFV would be very unlikely to challenge a sincere claim of this type.

UCC Reviews and Changes PPPs Initial Decision

A recent decision was made by University College Council (UCC) to regard program proposals by Chemistry and Physics as exceptions to the normal Program Planning and Priorities (PPP) procedures, in part because they constitute continued support of developing programs, and in part because they were argued to be cost neutral.

The parameters of these exceptions have not been set, leaving open the possibility that other programs fearing lay-offs or elimination of their programs in the near future might gain approval for their proposals by appealing by the same criteria. This possibility exists because the implication of

this UCC decision is that proposals strongly linked to existing programs should be granted priority over new programs applying through PPP.

It is not yet clear to me what might be the implications of a potentially inconsistent application of this precedent, or its adoption as UCC policy, for the FSA's grievance of future layoffs.

Committee on Changes in Faculty Workload

A very preliminary scan of the questionnaires reveals a list of topics that respondents have identified as deserving public discussion. Here is an unsorted list. Note that other topics will be identified when the committee reviews the questionnaires in detail (beyond the first page), and other opportunities for discussions will be announced.

The following two topics of interest will become the focus of public discussion early in February. They will be widely publicized prior to their occurrence, but in the meantime, you are asked to prepare yourself for the following discussions:

- **Course release** At this point in the evolution of our degree programs, are we ready to identify a new or additional way of allocating courses release, besides automatic section releases for each upper division course? That is, should class size, revision of courses, lab components, travel time, marking load, etc., be a factor in deciding the matter? Should we be advocating a simple seven course work load, with relatively few additional releases for specific circumstances?

- **Qualifying duties related to instruction** Can we find ways to quantify the workload implications of committee work, independent studies courses, practicum supervision, student advising, etc.?

The raw list of suggested topics for public forums:

- increases in class size
- student advising in applied programs
- field work in applied programs
- provincial and national meetings for applied programs, allowances for professional development
- inconsistent workload (class size, upper level release)
- credit for scholarly activity
- supervision of directed studies, individual projects beyond regular teaching load
- inequities between small and larger departments (course release for upper level, new courses, more than five preps per year)
- course release for revised courses (rather than upper level courses)
- balanced distribution of course releases, not upper level release
- lab instructor workload in sciences
- inconsistent workload in sciences (upper level release, class sizes, contact time)
- travel time as workload

Clarification of Collective Agreement

I have been given a course release this semester to identify past practices regarding areas of the collective agreement that require considerable interpretation, and to write more user-friendly versions of some of the most cloudy areas of the collective agreement. Suggestions as

to which areas of the collective agreement need these types of attention are welcome. Send e-mail or Aspen.

-David Morosan

Staff Grievance Chair Report

Greetings and Happy New Year. So far 1998 is shaping up to be an extremely interesting year for UCFV. With both local and provincial negotiations starting up soon, and a new President and Library Director about to be hired, we could be in for some big changes in the way we do things around here. And I'm happy about that because for the most part I think change is a good thing. When life goes on in the same way day after day we become complacent and bored — not to mention boring. Change keeps us on our toes, it fires people up and gets them involved and interested in their world. How does that old saying go — something like, "If you want to be interesting, be interested."

The Situation

Actually, we need a lot more changes at UCFV. For starters we need to do something positive about the issues we have been complaining about for so long. Staff work load and evaluations are two that come to mind. Staff have been griping about heavy work loads ever since we became a University College. A few years ago UCFV and Union set up a task force, to look into staff workload, and what we came up with was "Yup, staff workload has

definitely increased and become a serious problem." And there we left it. UCFV didn't really hire any more people to lighten the load and the Union really didn't push it. Money, of course, or lack of it, was the reason for no new hires. Same story for evaluations. Most of us agree our evaluation process is inadequate but we don't seem to be doing much about it. In this case our excuse for being unable to revamp the process is lack of time due to over work (don't these two tie in nicely?). We accept the situation with a 'it'll never change' attitude, but complain nonetheless. And it is probably true, these situations will never change unless we decide they must and take some action. Within a few weeks members will be asked what they would like to see negotiated. I hope staff work load and evaluations will be a top priority.

The Dilemma

I just love those unexpected at home bonus days — you know, when UCFV, the schools and a lot of local businesses are closed after a heavy snow because the road conditions are hazardous. Usually I would stay indoors, tucked up snug and warm, and revel in the fact that there isn't any thing I have to do, so I can do whatever I want, which is most likely a whole lot of nothing. Unfortunately that was not the case this time as my son had an important early morning appointment in Chilliwack. We didn't want to cancel and take the chance he would not be rescheduled for months, so off we went to town. The Cultus Lake roads weren't too bad, but once out of the park conditions were awful — slushy and slippery — we slid all over the road. We made it there and back safely, but it was a rather unpleasant trip.

The next morning UCFV, the schools, and I would guess Chilliwack's businesses, were open. According to the local radio station, the storm was over and road clean-up well on the way. I was a little disappointed because those unexpected at home bonus days are such a — well, nice bonus — and one is never enough. I was also somewhat surprised to hear that every thing was pretty well back to normal because the Lake roads were ten times worse. My own street was a skating rink. Just getting from the back door to the car, a whole 25 feet, was an exercise in terror (not to mention grace and agility, that triple Lutz I did upon stepping off the last stair was definitely Olympic material). Actually I didn't even make it to the car; half way there I decided it was crazy to drive, and crawled back into the house.

Standing at the kitchen window, watching my neighbour make several unsuccessful attempts at getting his car on to the street, I was beginning to get that 'Oh God, what do I do now' feeling.

I mean, it was obvious that the highway and main city streets were okay or UCFV and schools would not have been open. I did not want to risk an accident, to my car or person, but I also did not want to call into the office saying I wouldn't be in. I convinced myself that no one would believe the Cultus Lake roads were as bad as they really were, and that people would just think I was making an excuse for another little holiday.

This conversation I was having with myself was a repeat of one I have had many times over the years. Whenever the road conditions are bad, but UCFV is not closed, I go through it. I absolutely hate having

to decide whether I should stay home and risk being thought lazy, or attempt the trip and risk an accident. In the end I usually go to work, as I did that day. I guess I'd rather take the chance of crashing my car than be thought a lazy wuss. Maybe I should be in therapy!

The really ridiculous part of this whole thing is that when other people decide to exercise their right on not traveling in severe weather conditions, and stay home, I think, 'now isn't that sensible'. I would never consider them lazy or taking advantage of the system. Why can't I apply the same logic to myself? I do take comfort, though, in the fact that numerous other UCFV employees react the same way as I do in this situation. They too drive to work in weather conditions that any reasonable person would think dangerous. Unfortunately we don't act reasonably if we think others are going to ridicule us for it.

This 'I don't want to look deficient' thinking really became apparent during the bad air problems we had in Abbotsford Campus at the beginning of December. Both UCFV and the Union told people to go home if feeling ill or concerned about the situation. But most didn't go; they complained but didn't go. UCFV made arrangements to move people from affected areas to non affected ones, but some didn't want to move. A few had to be forced out.

As stupid as it seems for employees to insist on staying in an area where others are getting sick, or traveling to work on treacherous roads when the employer does not expect nor want them to, I do understand their thinking. They do not want to be seen as taking

advantage of a situation. They do not want to be seen as disloyal or untrustworthy. So, how do we convince our members they will not be viewed that way, by the Union or UCFV? How do we convince them that the very few unkind judgmental people who do make them feel uncomfortable about their decision to stay home, are not worth worrying about? I don't know the answer, but this question is on the agenda of our first Shop Steward meeting next week. Maybe the group of us will be able to sort it out. For my own part I will say this, the next time I am intimidated by bad weather or bad air... I stay home. (Yea, sure.)

The Shop Steward Story

As of this writing we have thirteen Shop Stewards representing Chilliwack and Abbotsford — eight staff, five faculty — some of whom have done Steward work before and many who are new to it. Not only were David and I really pleased with the turn out to the December 12 Shop Steward workshop, but also very grateful to these people for volunteering. As a group we decided to go with an 'At Large' Steward system rather than an area rep one. Part of the reason for that decision is the fact that we do not have a reps from Mission, Hope, or the Marshall Road Success Centre. We could use a few more Faculty Stewards too, but, feel we're off to a good start.

The Stewards will be our front liners. We're hoping that members with complaints or concerns, who otherwise might be reluctant to come to the Union Executive directly, will feel more comfortable contacting one of the Stewards. The most important aspect of a Shop Stewards role is to support members by: listening,

identifying the issues, referring complainants to the appropriate people, and keeping conversations confidential. Our Stewards will be handling disputes between members, and disputes or controversy between UCFV and FSA, at the informal stage (Articles 7.0 and 7.1 Grievance Procedure of the Collective Agreement). Anything stepped up to a formal stage will be turned over to the Grievance Chairs. This does not mean that a Steward is expected to handle a grievance at the informal stage if she/he is uncomfortable with it. At any time a Grievance Chair may be called in by the complainant, or by the Shop Steward. Also, if a grievance does go formal the Steward may still be involved by request of either the complainant, as a support person, or the Grievance Chair, as a reference.

Your Shop Stewards are:

Staff

Doug Rasmussen 4477
Lynn Best 4244
Colleen Olund 4524
Mary Grace Grant 4272
Lynda Town 4477
Ellen Dixon 4264
Gloria Borrows 4282
Lenora Gaib 4735

Faculty

Val McDonald 4316
Robin Anderson 4282
Vicki Grieve 2439
Wendy Burton 2413
Leslie Wood 4284

Steward recruitment will be ongoing. If you are interested but unable to volunteer at this time, keep it in mind for the future.

-Bev Lowen

Occupational Health & Safety Committee Chair

It was nice to have such a long break over Christmas; I think we all needed it.

This is going to be a very short report. I am sure everyone has heard about the air quality problems we had in Abbotsford in early December. So, attached you will find the results of the air quality testing and report that was completed. This was posted in three areas in B Building on the Abbotsford Campus, but Kim and I did promise to publish it in this issue. Just bear in mind when you read this report, the testing was not done until a minimum of 24 hours after the initial incident and all the venting to the area was closed off.

I would like to remind anyone who was ill the first week of December who has not already reported it, to please do so. You can either call me at local 4524, e-mail me, or just drop by the Business Office.

The issues surrounding the air quality problem have not been 'swept under the carpet' and we will not allow them to be. There are ongoing discussions to see what actually happened and how to prevent it occurring in the future. I will keep you updated on what transpires.

As a point of interest, WCB has new guidelines regarding air quality that come into effect on April 1, 1998. Hopefully these will set some sort of standard to help us in

solving our ongoing air quality problems.

Aside from the air quality problems, if anyone has any workplace concerns, please do not hesitate to contact me or anyone else who represents you on the OH&S Committee.

-Colleen Olund

Identity Crisis Revisited

The thoughtful pieces by Eric Davis, Moira Gutteridge and David Morosan in the November issue of *Words & Vision* have been on my mind ever since I read them, and even though there has been an intervening issue of this newsletter with a response from Gloria Wolfson, I would like to submit my own thoughts.

I was struck by the different perspectives brought to the issues under discussion. It's exciting and, I believe, a sign of a maturing university college when an historian, a philosopher, a psychologist, and a social worker can engage in an animated discussion about where we've come from and where we may be headed as an educational institution.

I'm a librarian by profession, and following my profession's commitment to (some might say fixation with) classifying knowledge and making it accessible, I would like to address what I see as the two main points raised by Eric in his initial piece: a) the need for a change in culture leading to a system that emphasizes due process, and b) the

definition of a university college, and more particularly, UCFV.

A) Due Process

With apologies for oversimplifying subtle arguments on complex issues, I understood the major concern in Eric's initial piece to be that despite the growth and change that have taken place in this institution over the past years, business is conducted in an outdated manner, with deals taking place behind the scenes between the major players, rather than out in the open, according to democratically agreed-upon and preferably written procedures.

I've heard different colleagues complain that they simply cannot understand how decisions are reached at UCFV. They feel as though they are cut out of the loop, and wonder how it is that some people who work here seem to have their problems addressed quickly and their ideas actualized promptly, whereas their's just seem to be unnoticed by their dean or the FSA. Other colleagues express puzzlement when anyone indicates that UCFV is anything but a wonderful place to work, with terrific labour relations and a receptive management. These people sometimes bristle at the idea that there needs to be more of a paper-oriented, bureaucratic approach to doing business.

In some ways I feel that I have one foot in each of these camps. I know that our rather informal way of dealing with problems has served at least some of us well for many years, and that this is probably one of the major reasons why UCFV has enjoyed a pleasant labour climate; we can approach our deans or even our president, and expect some kind of

response. The problem is that as we grow and as new people come on board, this system of personal contact becomes unworkable, partly because of the sheer volume of issues, partly because many people just do not feel comfortable operating in this kind of hallway-chat manner, and mostly because this kind of informal and undocumented system does not stand up to any kind of objective test of fairness.

In the 10 years that I've been employed at UCFV, we've come a long way toward implementing transparent procedures that anyone can access. Whereas formerly the instructional deans were the major players in determining which programs received approval within the institution and were then sent on to Victoria for funding, we now have bodies such as the University College Council and the Program Planning and Priorities Committee that make those decisions, with input from a broad cross-section of employees. Whereas it used to be left largely to the discrimination of the dean as to how to react when there was a complaint against an employee, we now have policies in place such as the Harassment Policy and the Student Complaint Policy which allow both the complainant and the respondent some assurance that there is a process to be followed. We still have work ahead of us; policies and processes will continue to need time and creative energy from all of us. And it's members of the FSA such as Virginia Cooke, Ian McAskill, Elizabeth Asner and Linda Matwichuk, among many others, who are largely to thank for the development of these more transparent processes.

Where I agree that we have some way to go in the implementation of due process is in the area of labour relations — my area of responsibility. When I was first elected FSA President, I was struck by the number of times I was approached by both management and members, and asked to make binding decisions on issues that I really knew little about. Whereas I realize that at times it's absolutely appropriate for the union president to make a decision or speak on behalf of the membership as a whole without taking a vote, my feeling after being in this position for 7 months is that there is too much of an expectation that problems can be solved with a quick conversation between a dean and the FSA President. Many of these problems are ones that recur on a fairly regular basis, and the absence of documentation means that we are doomed to repeat both the problems, and the search for solutions as well.

Recognizing this, Employee Relations and the FSA will be working this winter to try to document some of the practices that have become, in fact, informal, unwritten policies regarding a wide variety of activities: RPT hirings, SAC procedures, etc. David Morosan, Bev Lowen, Moira Gutteridge and Barry Bompas will be meeting to try to produce documentation that may become part of the Collective Agreement or some other procedures manual.

It's interesting that one of the great strengths of this institution — our ability to work with management to create quick and effective solutions to problems, rather than getting tied up in legalistic, confrontational situations — is also one of the weaknesses of the

institution. Eric, I completely agree that there's a need for more transparency and bureaucracy in our labour relations. My hope is that we can strike some kind of balance that allows members to rest assured that they understand the process and are able to access it, and also guarantees them the human touch that allows their problems to be sorted out quickly and with confidentiality, sensitivity and compassion.

B) What's a university college, anyway?

Sorry to disappoint you, dear reader, but I'm not going to answer this question. We've been struggling with it ever since we changed our initials from FVC to UCFV, and I don't see an easy solution or definition emerging in the near future.

Allow me to illustrate the dilemma with an anecdote. After Peter Jones announced his resignation in September, the Board hired a consultant, Chris Davies, to begin the search process for a new President of UCFV. Chris met with a wide variety of groups and individuals around the university college, to get some idea of what the institution would be looking for in its next leader. The FSA Executive was one of the groups invited to make a submission, and when we set a date and time for a lunch meeting with Chris, I sent out an e-mail to all of the Executive notifying them of the meeting, and asking them to send me their ideas if they could not attend. Two of the Executive officers who were unable to attend sent me their thoughts, within hours of each other. My apologies to them for paraphrasing, but the initial messages are gone:

► Kim, I think the most important thing to look for in a new President is a commitment to the community college. We've spent the past six-or-so years working on the university side of the institution, and it's time to get back to our roots and pay attention to serving our community again with a wide range of well-supported certificate and diploma programs.

► The most important thing the selection committee should look for in a new President, Kim, is a committed academic who comes from a university background, who can assist us in developing our degree programs and their reputation. We've had twenty-odd years of being a community college, and that side of the institution in strong and healthy; now we need to concentrate on the university side.

My first reaction on reading those responses was to laugh nervously, mostly out of relief that I wasn't applying for Peter's job. But then I had to ask myself: how could it be that two members of the FSA's Executive, people who have ample opportunity to hear what is going on all over the university college and not just in their own departments or deaneries, have such opposing views of the needs of the institution and the direction in which a new President should take it?

These divergent opinions will affect not just the university college and its development, but the Faculty and Staff Association as well. We pride ourselves on being unique in the province in having a union/association that represents both faculty and support staff. But

even within our faculty component, the breadth or range of interests the FSA must represent is greater than at Okanagan University College and Malaspina University College, where some faculty are represented by the CIEA-affiliated Faculty Association, and other faculty, usually those who teach in the trades or vocational areas, are represented by the BCGEU.

Where am I going with all of this? I'm not sure, and I wish that I had some sage answers to this difficult question of the definition of UCFV. What I can say with some conviction is that this is the most important question we are facing right now, both within UCFV and the FSA.

Conclusion

So I suppose that I agree with Eric to the extent that we must develop some common definition of who we are, and some more formal processes for dealing with a wide variety of issues. And I agree with both Moira and David in that I believe we are, in fact, already moving toward addressing these concerns. It is my hope that we will come up with our own unique, made-in-UCFV way of determining our cultural identity.

-Kim Isaac

A Tale of Two Restaurants

"Build a better mouse-trap and the world will beat a path to your door."

The impetus for this piece was a meeting the directors and department heads had with a marketing analyst, who along with a committee is

producing the most recent analysis of marketing strategies for UCFV. I should probably warn you at the outset that my views on marketing in general, and, more specifically, marketing of post-secondary education are not exactly modern. In fact, I have been accused of living with dinosaurs on those few occasions when I have made public my thoughts on the subject. I would just like to say that there are no dinosaurs in Deroche; the last one moved to Bridal Falls approximately ten years ago.

I should also tell you that this piece contains no charts, figures or graphs. My approach will be to present two simple and straightforward case studies to illustrate my point. Both cases I shall present are located in the small village of Gimmeldingen near Deidesheim in the Pfalz region of Germany.

The Pfalz is known for its vineyards, and most of the inhabitants are involved in the production and consumption of wine. I shall forego a long explanation of how I came to live near Gimmeldingen and to work at the Weingut Reichsrat von Buhl for six months. Suffice it to say that while working there, the company allowed me to live in a small gardener's cottage which was located just outside the village. I should however tell you that due to the nature of my job I got to know first-hand most of the pubs and restaurants in the surrounding area.

Perhaps the most interesting place I have ever encountered was one such pub called the Esel's Burg (Esel = donkey, Burg = fortress). The name itself is of interest. I only know it is called the Esel's Burg because

someone told me. There was no sign anywhere on or in this establishment.

The Esel's Burg was owned and operated by the Wiedermann family. Fritz Sr. was an artist. He was quite successful at his calling and occasionally would lecture on the subject at the University in Heidelberg. His wife was the quintessential hostess. She was always smiling and seemed to enjoy talking to even the most boring of conversation partners. She had that special way of making everyone feel at home, and could still bustle around bringing food and drink. Fritz Jr. and his wife would help in the kitchen and with the bussing.

The family had sort of fallen into the business of operating a pub. It seems that many of Fritz's friends and neighbours would come to sit around in his gallery and workshop after hours and enjoy a glass or two of wine. This became so common that the family couldn't afford the bills involved. They decided to have their guests pay for the drinks, and so a pub was born.

The Esel's Burg was located on a side street at the very edge of the village. It was really the Wiedermann's home and workshop. It was surrounded on all sides by a stone wall approximately six feet high. One had to pass through a low green door in the wall to get into the yard. The garden surrounding the house was not lit and at night it was difficult to follow the path leading to the door of the house and the pub. There were no signs indicating that this was anything other than a rural dwelling. Once you got inside, there was also no menu or price list. You could order white or red wine when Mrs. Wiedermann came around to

see you. If you got there early enough you might also be able to get food. The selection was not great, indeed there was no selection. You got what they had made that evening, usually a hearty soup with some bread.

Other odd business practices included no set hours of business — or days for that matter. Sometimes they would not want any guests on Monday night so they didn't answer the door. If the place got too crowded they would lock the door and not answer it. In fact, this occurred on most evenings I was there. People would travel for miles to come to the pub. I met people who had driven for an hour from Heidelberg or Mannheim, the two nearest cities. Often they would arrive cursing that they had been searching for the place for hours in the dark, and why was there not a sign out front? Or they had come last week and the door had been locked, and they had to drive back home.

I was only able to get in as often as I did because I had acquired special status, much to the envy of many other patrons. I had been told where the key was hidden in the hole in the wall because I had been admitted to the Stammtisch (the regulars). This certainly had not been my intention. It happened somewhat by chance. At some point during my second visit a guitar appeared from the back room. It found its way into my hands and I managed to tune it, and proceeded to fill the place with my version of three chords and the truth. After that there was always a place for me at the Stammtisch. Mrs. Wiedermann referred to me as 'Ernest, the Canadian pop singer', and Fritz Jr. often spoke about the time I had given 'the concert' at their place.

As you can well imagine I passed many an interesting and happy evening in the Esel's Burg. Based on my rather limited knowledge of marketing I would suggest that this establishment was a 'best-kept secret', and yet it was filled to capacity almost every night of the week.

The second case in our study was an eatery once called the Gasthaus in Gimmeldingen. A Gasthaus is an essential feature in every German town or village. It is really an inn, with the ground floor taken up by the kitchen and pub. It is here that most of the locals come to enjoy draft beer from the local brewery or wines of the region. It is also possible to get a hot meal between approximately noon and two o'clock; however the selection is usually limited to what the family is eating on that day. In most of these establishments it is possible to rent a modest room.

The place was located strategically right on the main street on the Marktplatz. The Gasthaus zum Marktplatz had once been a going concern, but it no longer functioned as an inn/pub. It seems the family who owned it had relatives in Iowa or Michigan somewhere and on a visit they had experienced the American hamburger stand. They then decided this approach would make them wealthy faster than if they followed in the footsteps of their German forefathers, and so they made some changes. They renovated. The old hand-painted sign in Gothic script was covered up, and a neon sign put up announcing they were open. It even had one of those arrows that gets all bent up and then springs back straight to beckon you in. They also put in big windows to let some light in and had painted everything in modern pastel colours.

The old lamps inside had been taken down to make room for fluorescent lights.

Instead of standard German fare they had only American food on the menu: hamburgers and fries. The only reason I know what they served is that I read the menu posted in the glass case out front. I never actually ventured in. I had been told that the cooks had not spent enough time in America to acquire the skills necessary for making hamburgers. I can imagine what the food was like because I had encountered other places attempting to imitate American hamburgers and French fries in Germany. They usually got the bun almost right. The patty (there was always only one) was thin minced meat, dry and overcooked. The hamburger came with German mustard, and for 15 cents extra you could get something that looked like ketchup. The French fries were invariably soggy and stuck together in a glob.

I can't say I paid much attention to the place, but I did have to drive right past it on my way to the Esel's Burg. For this reason I can report that business at the hamburger stand was not exactly brisk. I could see right in through the big windows, and in all the times I passed by, I never actually saw anyone eating there. Nor did I ever see anyone going in or coming out. In fact, the only people I ever saw near the place were the same group of young teenagers out front, sharing cigarettes and other communicable diseases.

After I left Gimmeldingen I did hear that the family realized the folly of their decision. They had noticed that in a neighbouring village a family of Oriental refugees

had opened a Chinese take-away and were doing a cracking business. Based on the over-whelming success of this operation they decided to transform their hamburger stand into the 'New Nanking'. However, once again they failed to make the curve in the kitchen. Even my imagination can't picture someone who couldn't cook hamburgers or French fries attempting Peking duck or crow's nest egg drop soup. And the vegetables! German cooks are notorious for doing rude things to vegetables and pretending they taste good. Usually they limit themselves to a few standard forms. Can you imagine the assault on the palate if they added all the vegetables from the Chinese section to their arsenal?

So there you have the two case studies, two rather interesting stories, the former Gasthaus zum Marktplatz and the Esel's Burg.

My intention is not to provide evidence which would change anyone's own position on marketing of post-secondary education. I merely wanted to clarify why it is that I still cling to my pre-historic view of the subject. It is my contention that if you sing a great song the world will listen. Rum thing that, no sooner does someone figure out how to put together a decent meal or tell a good joke but a line-up forms faster than you can say HELP WANTED. If you are well-qualified for the task and your heart is truly in it you are likely to succeed. Of course, a little common sense goes a long way. Even the keenest and brightest air-conditioner service person won't be a huge success on Baffin Island.

If we apply the common sense, have the qualifications, and maintain the energy and excitement, I have no objection to some marketing. It

probably will not do any harm. However, we can get our knickers all twisted up in a knot over marketing if these other elements are not in place. We might just as well go out to the Mackenzie St. parking lot during the next Arctic outflow and urinate while facing due east.

-Ernest Kroeker

A Poem

Sitting barefoot on Sharon's deck

We throw a line out to the tackle past
reel back like fierce friends
the quicksilver hook
good old guilt
is smothered by a bleach pink sky

there is no inclination to rescue it

a toy plane, dolphin shape, climbs tentative
one moment of 'will it make it'
for crying out loud

& sympathy
for rows and rows of crumpled humanity
dodging air-conditional food
their destination guaranteed
but where precisely will they land?

this is a question
we all ask ourselves

fanfare of swallows
a black confetti freefall
that tilts in unison to fly west
ancient symmetry

our toes flinch, the very first body parts
to register those dark wingbeats ushering
a kind of joy between us
as we breathe in time
to the rhythm of sky

-Marion Llewellyn

Notes and Notices

Date: 19 December 1997

To: Dick Bate, Vice President
and Dean of Applied Programs

From: Kim Isaac, President,
Faculty and Staff Association

Re: Appointment of Acting
Dean

Further to our discussion at the Management Committee meeting Tuesday regarding the process for appointing an acting Dean of Applied Programs, I understand that you will be setting up a small selection advisory committee consisting of a group of Program Heads from your area, and that you hope to reach a decision on the successful candidate quite quickly.

Article 13.10 in the Collective Agreement describes a process for the selection of instructional deans. In the past it has been the practice of UCFV to follow this process only when selecting a permanent dean. When a temporary position for a dean must be filled, regardless of the length of term, it has been UCFV practice to appoint an individual to this position, sometimes with informal consultation with the FSA.

Given this past practice, and given our understanding that this is a temporary appointment for a period of no longer than eight months, it would not be reasonable or defensible for the FSA to object to the process

being followed on this occasion. We are appreciative of the effort you are making to meet more closely the spirit of the Collective Agreement, which calls for "consultation with employees in the appropriate area with respect to the criteria of and candidates for the position."

The FSA would like to serve notice, however, that from this point on, UCFV must adhere to the Collective Agreement when making selection decisions for acting or permanent deans:

- ▶ any vacancy for a period of 4 months or longer must be filled pursuant to Article 13.10. If it is uncertain what the length of the term of appointment will be, we would expect that Article 13.10 would apply.
- ▶ any vacancy for a period of less-than-four months may be filled either according to Article 13.10, or by Article 13.2 (a), which states that "a temporary vacancy in a regular position...may be filled by the Employer in consultation with the employees of the area. The consultation date shall be made known by the Employer to the applicable FSA Grievance Chair prior to the consultation."

Instructional deans hold particularly critical positions within UCFV. The employees who work under them — directors, program/department heads, faculty and staff — deserve to be consulted regarding these

appointments, and have a right to expect that a fair and transparent process will be followed consistently.

cc:-Peter Jones, Barry Bompas
-*Words & Vision*

Date: 19 January 1998

To: Dick Bate, Acting President,

From: Kim Isaac, Bev Lowen

David Morosan, FSA Executive

Subject: Appointed Positions of Employment

In December of 1997 the FSA executive became involved in two discussions regarding management's violation of Article 13 of the collective agreement between UCFV and the FSA. In each case an appointment was made for a position lasting more than four months without the use of the Selection Advisory Committee (SAC) procedures of Article 13. In one case a director's replacement position was involved; the other involved a request by management to waive the SAC procedure for a temporary replacement for your own position, Dean of Applied Programs. As a result of these discussions, the FSA executive made a clear declaration that future appointments made in violation of Article 13 would be formally grieved.

This week three additional cases have been brought to the attention of the FSA, two of which are current matters. These involve an appointment to a Coordinator's position, and management's request to waive

the SAC procedure in the appointment of a temporary Director of Continuing Education. Since these cases are directly contrary to the spirit of the agreement we reached with your office regarding the appointment of a temporary Dean of Applied Programs, the FSA has initiated a grievance regarding the former, and has refused management's request in the latter.

An additional aspect of management's trivialization of due process in this area is evident in the misinterpretation of Article 13.2(a) that it has recently popularized. This provision allows for temporary vacancies in regular positions which last less than four months to be filled through appointments. It is the position of the FSA that this provision applies only when there is certainty that the appointment will terminate within a four month period. It **does not apply** to positions for which there is **any likelihood** that the temporary position will continue beyond that period.

Clearly, management's failure to adhere to the SAC process is not a result of oversight and emergent crises, as had been argued in the December cases. Rather, it seems apparent that the good will shown about this matter by the FSA Executive on behalf of its members is considered by management to be of little value, or to be taken for granted.

In the hope that we might elevate management's level of awareness and concern about this matter, we are hereby advising you that in the event of future cases of employment appointments in violation of Article 13, the FSA intends to grieve these cases until they are decided in our favour, or are concluded in arbitration. Furthermore, it will be our position in these grievances that in attempting to appoint a candidate to the vacant position, management has tainted the selection process to such an extent that the FSA should be granted the mandate to elect or appoint all members of a Selection Advisory Committee which is to be charged with the responsibility of conducting a well publicized re-hiring procedure.

Please note that the FSA has informed its members of this by copying this memo to the FSA newsletter. We will assume that this information will be distributed to members of the management team by your own office.

cc -Noel Hall

-*Words & Vision*

Date: 17 December 1997

To: Kim Isaac

From: Ken Dinnery, President
Student Union Society

Subject: Cheam Travel Student
Union Society Fundraiser
Program

The Student Union Society was approached last year by Cheam Travel to work together in

a fund-raising venture. They had heard that the SUS was out of Emergency Student Grant money and proposed the idea of a fundraiser card that could be circulated to students, faculty, staff, friends and family. This card would, in addition to allowing discounts at some local businesses, contribute financial assistance to the programs that the Student Union Society provides to students.

It has come to our attention that some people within the University College community may not be aware of the specifics of this program. We are aware of two faculty and staff members who approached Cheap and requested that the monies allocated to the SUS go directly to them; when denied they took their business elsewhere with one of them threatening to never do business with Cheap Travel again.

In light of the reasons and ideology behind the joint-venture with Cheap and the SUS, we feel that this was completely inappropriate and somewhat embarrassing. The travel agents at Cheap Travel graciously donate \$2.50 of their commission, whenever the fundraiser card number is referenced, to the Student Union Society. While this amount may not be a large sum, we are pleased to receive the **community support** in our efforts to help students.

It would be much appreciated if the specifics of this program could be shared and this memo

circulated to the faculty and staff in an effort to ensure that accurate information has been received.

Date: 16 January 1998

To: Colleen Olund, CoChair, Occupational Health & Safety

From: Ursula Reeve, Receptionist /PABX Operator

Subject: Dec. 2nd Bad Fumes

This is just a note to thank you for your prompt attention regarding my sick feeling December 2, 1997. Had it not been for your quick recognition of the problem and your insistence that I seek medical attention right away, our holiday season may not have turned out as well as it did.

The irony of the whole situation was that not only did I go through a lot but there were many others who exhibited the same symptoms. My symptoms appeared particularly severe; I attribute that to the enclosed area in which I work. For quite some time I had felt ill or 'not right', but was too 'strong' to complain about it. Though I did mention to many people I felt poorly, but it did not register in my mind that this sick feeling could be attributed to the roofing project until my family kept asking why all of a sudden a normally healthy person would always have headaches, watery eyes, etc. Is there a change in your environment? Everyone has always made mention of the poor air quality in the switchboard area and now we

know that to be the case (according to the e-mails).

I would also like to thank those who came to the rescue in dealing with the air quality situation and trying to rectify the problem as quickly as possible. We are aware of the tests that were conducted in switchboard area but feel that they are/were not quite accurate in determining the real culprit because they were conducted 24 hours after my attack, and after the area had been opened up, secured, and allowed to be aired out. We have been informed that they did find something and are looking into it.

We understand that should there be any other work done in and around UCFV that employees will be informed, so that we may avoid this kind of situation in the future.

Thank you.

cc -Kim Isaac
-Bev Lowen

Date: 18 December 1997

To: Diane Griffiths and Norah Andrews

From: Carole Hardy

Subject: Joffre Report

Attached is Joffre's air quality report covering the period December 3, 4, 5 and 6, 1997.

Joffre's report which is summarized on page 3, Section

4.0 Conclusions, indicates the following results:

1. That all indoor contaminants measured on sampling dates were within applicable WBC regulatory limits.

The level of contaminants entering the building from sources such as the roofing work, depends on wind direction and Joffre notes that during his study, wind direction was primarily away from the building.

2. Airborne bacteria were found to be within the normal range for commercial buildings (outdoor counts were higher than the highest indoor counts).
3. Airborne fungi were found to be within the normal range for commercial buildings.
4. Highest readings (see Tables 1 & 2) including those for

hydrocarbons were found in the switchboard area. This is probably due to the relatively small enclosed nature of the space since Joffre tells me that hydrocarbon readings are an indicator of how well ventilation systems are working.

We have already taken out some of the glass panes to provide more air circulation to the space./

5. Individuals sensitive to airborne contaminants such as asphalt fumes, might experience some malaise as a result of even low levels of exposure to these fumes.

Diane, will you ensure that the FSA gets a copy of this or would you like me to do this? Also, we had said we would post results of study and I wonder if you want me to work with Bob Warick on that?



FSA MINUTES POSTED AT THE FOLLOWING LOCATIONS:

Abbotsford

Library, Administration Office Bulletin Board, Student Services Bulletin Board, Faculty Reception, C.E., Trades.

Chilliwack

Library, Faculty Staff Lounge, Health Sciences, Agriculture, Student Services

Mission

Main Reception Area

Hope

Main Reception Area

REPORT
INDOOR AIR QUALITY STUDY/ANALYSIS

AT

**UNIVERSITY COLLEGE OF THE FRASER VALLEY
ABBOTSFORD CAMPUS
33844 King Road, Abbotsford, B.C.**

PREPARED FOR

**University College of the Fraser Valley
Abbotsford Campus
33844 King Road, Abbotsford, B.C. V2S 7M9**

Attention: Ms. Carol Hardy, Director of Facilities Services

BY:

**JMB Research Ltd.
3219 Allan Road
North Vancouver, B.C.
V7J 3C6**

December 17, 1997

**Copy 1 of 2(University College of the Fraser Valley)
Copy 2 of 2 (JMB Research Ltd.)**

Job #BC257-01-971203AB

EXECUTIVE SUMMARY

JMB Research Ltd. was requested by University College of the Fraser Valley, Abbotsford campus 33844 King Road, Abbotsford, B.C. to conduct monitoring for levels of carbon monoxide and total hydrocarbons possibly originating from a roof replacement operation using hot asphalt. The indoor air quality parameters measured were as follows:

carbon monoxide, total hydrocarbons and oxygen. In addition total airborne bacteria and total airborne fungi were measured at selected locations.

Findings:

1. The levels on indoor contaminants measured on the sampling dates were within applicable WCB regulatory limits.
2. Carbon Monoxide levels were in the range of 0 – 3 ppm. The upper level (3 ppm) was recorded in the switchboard area on December 3, 1997.
3. The total hydrocarbon readings were in the range of 0 – 5 ppm. The upper value (5 ppm) was also recorded in the switchboard area on December 3, 1997.
4. The concentration of airborne bacteria at the locations tested were in the range of 72-310 CFU/m³ (colony forming units per cubic meter). The higher indoor value was found in the switchboard area. These levels are within the range normally found in commercial buildings in the B.C. Lower Mainland and Fraser Valley.
5. The levels of airborne fungi at the locations tested were in the range of 17-234 CFU/m³. The upper value (234 CFU/m³) was found in the bookstore storage area. These values are within the range normally found in commercial buildings in the B.C. Lower Mainland and Fraser Valley.

Discussion:

- All levels of carbon monoxide and total hydrocarbons measured at the above locations on the sampling dates were within applicable Worker's Compensation Board regulatory limits.
- None withstanding the above finding, sensitive individuals may experience feelings of malaise due to exposure to low levels on contaminants such as asphalt fumes.
- The infiltration of airborne contaminants from the asphalt roofing operation (and other sources) is dependent of environmental conditions such as wind direction and speed, and outdoor temperature. During the JMB Research Ltd. sampling program,

contaminant migration from the roofing operation was primarily away from the building.

- The highest concentration of airborne bacteria was found in the switchboard. This is a relatively small and closed area and is thus susceptible to increased airborne levels of microorganisms from human sources (coughing, sneezing, etc).
- Intermediate concentrations of airborne bacteria and fungi (compared to other parts of the building) were measured in the bookstore storage area. Staff working in this area commented that the presence of a dead rat was suspected in the area.

Recommendations:

1. Whenever possible, roof repair/installation using hot asphalt should be conducted during periods of low building occupancy. Alternatively, infiltration routes (entrance adjacent to the asphalt heating equipment, some ventilation intakes) could be temporarily closed.
2. The switchboard room appears to have an area of air stagnation, which promotes the accumulation of contaminants. This area should be opened up, in order to increase the dispersion of contaminants.
3. The source of airborne microorganisms in the bookstore should be further investigated. This includes the location and disposal (if any) of a "dead rat" suspected by staff.

1.0 INTRODUCTION

JMB Research Ltd. was requested by University College of the Fraser Valley, Abbotsford campus 33844 King Road, Abbotsford, B.C. to conduct monitoring for levels of carbon monoxide and total hydrocarbons possibly originating from a roof replacement operation using hot asphalt. The indoor air quality parameters measured were as follows:

- carbon monoxide, total hydrocarbons and oxygen. In addition total airborne bacteria and total airborne fungi were measured at selected locations.

2.0 BACKGROUND

2.1 SITE DESCRIPTION

The subject sites are located at Building B at the Abbotsford Campus of the University College of the Fraser Valley, Abbotsford, B.C.

2.2 SITE HISTORY

This study was initiated as a result of concerns expressed by faculty and staff about asphalt odors perceived in the building and a potential for high levels of carbon monoxide infiltration into from combustion equipment used to heat asphalt. At the time of the study, the roof in Building B was undergoing major repairs.

3.0 FINDINGS

Sampling was conducted on December 3rd, 4th, 5th and 6th, 1997.

3.1 CARBON MONOXIDE

Table 1 indicates the levels of carbon monoxide.

Carbon monoxide (CO) is a byproduct of combustion of fossil fuels (i.e. natural gas, propane, gasoline) and wood. It is colorless, odorless, and tasteless. Increased CO levels may be present in buildings with improperly functioning gas appliances, fireplaces, smoking areas, and environments contaminated with motor vehicle emissions. Other possible sources include basement parking garages in apartments and office buildings; garages in or attached to single-family dwellings or row houses. CO interferes with oxygen transport in the body. Current WCB maximum allowable 8 hour exposure levels for the work place are 25 ppm. The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) standards (ASHRAE 62-1989: "*Ventilation of Acceptable Indoor Air Quality*") lists carbon monoxide levels of 5 ppm as having the potential to cause complaints in a non-industrial establishment.

The data in Table 1 shows carbon monoxide levels in all indoor locations tested were in the range of 0 – 3 ppm. The higher concentration (3 ppm) was found in the switchboard area for a period of approximately 30 minutes on December 3, 1997. The corridor outside the bookstore also produced readings in the range of 0 – 2 ppm on December 3, 1997.

3.2 TOTAL HYDROCARBONS

Table 1 also lists results for **total hydrocarbon** concentration. A variety of toxic hydrocarbons may be present in indoor environments. Sources such as perfumes, glues, paints, particleboard, photocopiers, synthetic materials, engine exhaust, cigarette smoke, etc. are normal sources. The main source of hydrocarbon emissions at the locations tested is expected to be from hot asphalt used as roof cover material.

The total indoor hydrocarbon measurements were in the range of 0–5 ppm. The higher level (5 ppm) was found in the switchboard area on December 3, 1997. The upper limit of 5 ppm is relatively high when compared to other lower mainland office/building environments tested by JMB Research Ltd.

Throughout the sampling period of December 3 to December 6, 1997 the total hydrocarbon readings in all indoor locations (except the switchboard) were in the range of 0 – 2 ppm.

Outdoor hydrocarbon concentrations were in the range of 0 - 2 ppm. The upper value of 2 ppm was found on December 3, 1997 near the entrance to the bookstore. One hydrocarbon reading taken on the roof reached 10 ppm.

3.3 OXYGEN

Oxygen levels at various locations in building A and B were checked on December 4 and 5, 1997. The oxygen concentration at all locations was 20.9%.

3.4 TOTAL AIRBORNE BACTERIA AND FUNGI

Table 2 lists the concentration of airborne bacteria at the locations tested. Inspection of this table shows that a range of 72-310 CFU/m³ (colony forming units per cubic meter) were recorded. The higher indoor value was found in the switchboard area.

The outdoor concentration of airborne bacteria on the sampling date (408 CFU/m³) was higher than all indoor values recorded.

Table 2 also indicates the levels of airborne fungi at the various locations tested. Inspection of this table indicates that the concentration of airborne fungi on the sampling date was in the range of 17-234 CFU/m³. The upper value (234 CFU/m³) was found in the library storage area.

4.0 CONCLUSIONS

1. The levels on indoor contaminants measured on the sampling dates were within applicable WCB regulatory limits.
2. Carbon Monoxide levels were in the range of 0 – 3 ppm. The upper level (3 ppm) was recorded in the switchboard area on December 3, 1997.
3. The total hydrocarbon readings were in the range of 0 – 5 ppm. The upper value (5 ppm) was also recorded in the switchboard area on December 3, 1997.
4. The concentration of airborne bacteria at the locations tested were in the range of 72-310 CFU/m³ (colony forming units per cubic meter). The higher indoor value was found in the switchboard area. These levels are within the range normally found in commercial buildings in the B.C. Lower Mainland and Fraser Valley.
5. The levels of airborne fungi at the locations tested were in the range of 17-234 CFU/m³. The upper value (234 CFU/m³) was found in the bookstore storage area. These values are within the range normally found in commercial buildings in the B.C. Lower Mainland and Fraser Valley.

5.0 DISCUSSION

- All levels of carbon monoxide and total hydrocarbons measured at the above locations on the sampling dates were within applicable Worker's Compensation Board regulatory limits.
- None withstanding the above finding, sensitive individuals may experience feelings of malaise due to exposure to low levels on contaminants such as asphalt fumes.
- The infiltration of airborne contaminants from the asphalt roofing operation (and other sources) is dependent of environmental conditions such as wind direction and speed, and outdoor temperature. During the JMB Research Ltd. sampling program, contaminant migration from the roofing operation was primarily away from the building.

- The highest concentration of airborne bacteria was found in the switchboard. This is a relatively small and closed area and is thus susceptible to increased airborne levels of microorganisms from human sources (coughing, sneezing, etc).
- Intermediate concentrations of airborne bacteria and fungi (compared to other parts of the building) were measured in the bookstore storage area. Staff working in this area commented that the presence of a dead rat was suspected in the area.

6.0 RECOMMENDATIONS

1. Whenever possible, roof repair/installation using hot asphalt should be conducted during periods of low building occupancy. Alternatively, infiltration routes (entrance adjacent to the asphalt heating equipment, some ventilation intakes) could be temporarily closed.
2. The switchboard room appears to have an area of air stagnation, which promotes the accumulation of contaminants. This area should be opened up, in order to increase the dispersion of contaminants.
3. The source of airborne microorganisms in the bookstore should be further investigated. This includes the location and disposal (if any) of a "dead rat" suspected by staff.

7.0 LIMITATIONS

- This assessment is prepared in accordance with the currently accepted industry standards, and no other warranties, representations, or certifications are made. This report is intended and restricted for the sole use of The Client. Any use, interpretation, or reliance upon this report/assessment by anyone other than The Client is at the sole risk of that party, and JMB Research Ltd. shall have no liability for such unauthorized use, interpretation, or reliance.
- JMB Research Ltd. makes no representations, warranties, or guarantees as to any given sample (whether it be obtained by JMB Research Ltd. or by The Client) being representative of any given contaminant, handled, or otherwise managed by The Client. With regard to site assessment work, JMB Research Ltd. makes no representations, warranties, or guarantees that the points selected for sampling are in any way representative of the entire site.

- The concentration of environmental air contaminants (indoor and outdoor) vary from time to time depending on many building and environmental factors. The values given here, are valid only for the locations and dates indicated. JMB Research Ltd. is not responsible for any action, legal or otherwise, or lack of action resulting from the interpretation of data contained in this report. All liability is limited to the fee charged per individual measurement.

8.0 STATEMENT OF QUALIFICATIONS

DR. JOFFRE M. BERRY, Ph.D. (CHEMISTRY)

Dr. Berry is the Scientist and Senior Reviewer on all projects and is directly involved in site assessments, data interpretation and report reviewing. He has managed numerous scientific projects and applied research programs dealing with environmental chemistry and waste management.

As a consultant, Joffre Berry has been responsible for conducting a wide variety of Phase I and II Environmental Site Assessments and for subsequent remediation projects. During the last 15 years, he has completed numerous indoor air quality studies in homes, buildings and industrial sites, and has conducted safety evaluations during the removal of asbestos and Urea Formaldehyde Foam Insulation from these premises. He has also supervised the removal and subsequent decontamination of mercury from several rectifier stations, and of cleanup operations of sites contaminated with polychlorinated biphenyls (PCB's).

Dr. Berry heads the Environmental Chemistry and Waste Management Program at the B.C.. Institute of Technology and is an adjunct professor at Simon Fraser University (Dept. of Chemistry and Dept. of Kinesiology). His academic background includes a Bachelor of Science in Chemistry (University of Wisconsin, U.S.A.), a Doctorate in Chemistry (University of B.C.) and a Post-doctoral Fellowship (University of B.C.).

TABLE 1

CONCENTRATION RANGE OF CARBON MONOXIDE (PPM)

Location	Carbon Monoxide	Total Hydrocarbons	Sampling Date
Switchboard (front)	0 - 2	0 - 5	Dec. 3 - 6, 1997
Switchboard (back)	0 - 3	0 - 5	Dec. 3 - 6, 1997
Student Lobby	0 - 1	0 - 2	Dec. 3 - 6, 1997
Book Store	0 - 1	0 - 1	Dec. 5, 1997
Book Store (storage area)	0 - 1	0 - 1	Dec. 5, 1997
Cam's Office	0 - 1	0 - 1	Dec. 5, 1997
Corridor outside book store	0 - 2	0 - 1	Dec. 3 - 5, 1997
B-214N	0 - 1	ND	Dec. 4 & 6, 1997
B-214T	0 - 1	ND	Dec. 4 & 6, 1997
Colleen's Office (Building A)	ND	ND	Dec. 5, 1997
Building A, various locations	0 - 1	ND	Dec. 3 - 5, 1997
Facilities	0 - 1	0 - 1	Dec. 3 - 5, 1997
Cafeteria	0 - 1	0 - 1	Dec. 3 - 6, 1997
First floor corridors	0 - 1	0 - 1	Dec. 3 - 6, 1997
Second floor corridors	0 - 1	0 - 1	Dec. 3 - 5, 1997
Roof Area	0 - 4	0 - 10	Dec. 5, 1997
Outdoor	0 - 2	0 - 2	Dec. 3 - 5, 1997

PPM = parts per million.

ND = None Detected

TABLE 2

TOTAL AIRBORNE BACTERIA AND FUNGI
(CFU/m³) *

Location	Airborne Bacteria	Airborne Fungi	Sampling Date
Switchboard (front)	310	102	December 5, 1997
Switchboard (back)	242	72	December 5, 1997
Student Lobby	183	25	December 5, 1997
Book Store	72	110	December 5, 1997
Book Store (storage area)	225	234	December 5, 1997
Cam's Office	178	42	December 5, 1997
Corridor outside book store	125	51	December 5, 1997
Colleen's Office (Building A)	149	17	December 5, 1997
Outdoor	408	85	December 5, 1997

* Colony Forming Units per cubic meter.

JMB Research Ltd./University College of the Fraser Valley, 33844 King Road, Abbotsford, B.C.

Indoor Air Quality Study/Analysis

Appendix - Report - December 17, 1997

